

**CALIFORNIA STATE PARKS
NORTH SECTOR BEACH GUIDELINES**

Please review the following information which will assist you in completing the Special Event Permit Application and understanding the permit fees.

I. AVAILABILITY

- ◆ Monday through Sunday, NO major holiday weekends. (Major holiday weekends is from Friday-Monday.)
- ◆ **Times:** Park hours are from 6am to 10pm (gates are open from 6am-9pm) year round.
- ◆ Your permit does not give you exclusive rights to the property. The park will be open to the public. To ensure your space, it is your responsibility to physically occupy your area. Picnic areas will have signage stating that the area has been reserved for your party. Be sure to have your permit with you in case the signs have been tampered with.
- ◆ Any event setting up/breaking down before or after regular park hours will require the presence of a monitor.

II. FEES (Subject to change)

- ◆ **ACTIVITY** fees are as follows: \$.25 per person per hour.
- ◆ Community Events (Where the park is a stopping point): \$125.00 to \$500.00 plus activity fee, all other rules apply.
- ◆ **SITE** Fees are as follows:

BOLSA CHICA STATE BEACH

24A & 24B.....\$200.00 each, Saturday & Sunday...\$100.00 each, Monday-Friday.

(During off season between November 1st and March 1st, Sat. & Sun. will be \$100.00)

18C.....\$50.00 Everyday

17D.....\$100.00 Saturday & Sunday....\$50.00 Monday-Friday (off season, \$50.00 Sat. & Sun.)

12E.....\$100.00 Saturday & Sunday....\$50.00 Monday-Friday. This very nice remote area is a favorite spot for our local surfers and parking is extremely limited. If reserving this area you may have to walk from one of the parking lots north of that section, as that lot is nearly always full. No loading and unloading allowed at the turn around, you can be cited. No catered events will be allowed here.

ALL SAND AREAS.....\$200.00 for each 40X40 foot area

***** If you are having a catered event and/or if your activity spreads out from the picnic area over the bike path to the SAND, this will automatically add \$200 to the site fee.

HUNTINGTON STATE BEACH

Brookhurst Ramadas A & B \$50.00 each, everyday.

Newland Ramadas A, B, C & D.....\$50.00 each, everyday.

ALL SAND AREAS.....\$200.00 for each 40X40 foot area.

***** Catering, entertainment or special equipment will automatically add \$200 to the Site Fee of any picnic area.

- ◆ **Monitor Fees:** \$68.00 / hour, with a four (4) hour minimum. Monitors are hired 30 minutes before setup time to 30 minutes after breakdown. (Officers are not already on-duty and have to come in on their day off to dress down get patrol vehicle and be on-site at specified time).

Monitors are required to be present depending on the size of your party and/or if there is a set up.

Monitors need to be present from the time set up begins and stay until the event is cleaned up.

Vendors will not be allowed to set up on the property until the Monitor is present.

Monitors are hired for all catered, alcohol and amplified events.

No less than 14 days advanced notice will be accepted for a monitored event.

- ◆ **Fishing Events:** Will be charged a site fee of \$200 for up to 100 people, \$350 for 101- 300, 301-500+ people \$500+ per day plus activity fee of 18% of all registration fees. Monitor or lifeguard services will be determined by the Lifeguard Supervisor on a case by case basis.
- ◆ **Fundraisers:** Will be charged an Activity/Site fee (site fee will be based on area of usage). An additional charge of 18% of all registration fees, if you are using catering, entertainment or equipment services see specifications below. You will need to submit copies of all contracts, invoices or receipts with the payment 30 days prior to your scheduled event. We will need a complete list of vendors you are using and what they are supplying.

- ◆ **Processing Fee:** \$25.00 per permit is non-refundable and must be paid upon submitting permit application. The Processing Fee does not guarantee event approval. You must have a separate permit and processing fee for each event date. The processing fee will be credited toward not in addition to small personal parties reserving picnic areas only.
- ◆ **Picnics 50 people or less** -To secure your date, your processing fee & permit papers are due 15 days in advance and are to be paid in full no later than 10 days prior to your picnic, or you will be promptly removed from the calendar. If you are just having a family picnic and not using any catering, entertainment or special equipment, just fill out and send in the first two pages of the Permit Application with the chosen picnic area fee (as stated above). No activity or processing fees necessary.
- ◆ **Surfing Events:** Will be charged a site fee of \$350 for up to 150 people, 151-250 people \$500, 251-300+ people \$1000+ per day plus activity fee of 18% of all registration fees. Monitor and lifeguard services will be determined by the Lifeguard Supervisor on a case by case basis.
- ◆ **Water activities** may require additional lifeguard monitoring. (Lifeguards are \$20 an hour w/four hour min.)
- ◆ **Weddings:** Will be permitted on the SAND for a Site Fee of \$100.00 for up to 25 guests and \$200 for 26+. If using a wedding planner an activity fee will be charged as states above. All other fees such as equipment rentals, etc. see "specifications" below. Please choose your wedding venue **north** of our Headquarters Buildings in peak season, as our south end parking lots fills up the earliest. ***Weddings will not be allowed on weekends between Memorial Day and Labor Day due to our busy summer season and parking is limited.*** All fees payable 30 days prior to wedding. We do not allow rice to be thrown. Other alternatives may be bubbles, birdseed or butterflies. Weddings with equipment rentals MUST CHOOSE A SITE NEAR A SPENCER RAMP SO THAT DOLLIES MAY BE USED FOR UNLOADING TO SET UP AND UNLOADING TO TEAR DOWN, NO EXCEPTIONS.
- ◆ **Larger events** - To secure your date, your processing fee & permit papers are due 30-60 days in advance and ***ALL remaining fees to be received no later than 20 days*** prior to your event, no exceptions or your event will be promptly removed from the calendar.
- ◆ **All FEES ARE TO BE PAID BY CHECK OR CASH ONLY, MAKE CHECKS OUT TO THE "STATE OF CALIFORNIA".**

III. SPECIFICATIONS

- ◆ Food, Alcohol and Entertainment Regulations for BOLSA CHICA STATE BEACH
- ◆ *All catered food, beverage, entertainment and equipment rentals shall be provided **exclusively** by Bolsa Chica Catering.* If Bolsa Chica Catering cannot provide the services, opts to waive his exclusivity rights or does not contact you within 7 calendar days; please contact the State Special Event Coordinator for further assistance. If Bolsa Chica Catering is available and able to provide services for your event please **attach a copy of their invoice to you**, to your permit application when you turn it in. If Bolsa Chica Catering will not be providing the services to the permitted, the permitted will pay 18% of all outside contracted service fees to the State of California. **You may contact Bolsa Chica Catering at (213) 739-9913 or w/24hr response voice mail: (310) 420-7709 for menu and pricing or visit their website at <http://www.bolsachicacatering.com>, or email: upstagecatering@yahoo.com**
- ◆ Food, Alcohol and Entertainment Regulations for HUNTINGTON STATE BEACH
If you are using catering, entertainment or equipment services there will be a fee of 18% of your total bill before tax for each company used. You will need to submit copies of all contracts, invoices or receipts with 18% payment in full before your scheduled event can take place. All event areas are subject to site/activity fee.
- ◆ DJ's
No DJ's on weekends between Memorial Day and Labor Day without a catered event.
DJ's must be hired by reputable company and have their own generator. Any offensive, suggestive, violent music will terminate the DJ from your event immediately. A copy of the companies invoice to be turned in to the Event Coordinator 10 days prior to your event. Having a DJ will be an additional \$200 activity/site fee without a catered event, plus monitor. See Generator specifications.

IV. INSURANCE

- ◆ One (1) million dollar liability insurance is due 30 days before your event, for all events to include but not limited to catering, entertainment, equipment rentals or water sports and for any picnic or event of over 75 people.
- ◆ If alcohol is served by a vendor/caterer it must include host liquor liability, and an approved ABC 218 form.

V. SITE SPECIFICS

- ◆ Depending on the complexity of your event an initial walk through maybe necessary. Public safety, access and resource protection will be discussed.
- ◆ Please remember, no set up will be allowed without previous permission as specifically designated on your permit.
- ◆ If you want to do/have something that isn't regularly permitted on a regular day by a park visitor and/or **it is not specifically specified on your permit, IT IS NOT PERMITTED.**
- ◆ No set up of any equipment will be allowed on site without the presence of a monitor.

- ◆ You must supply a detailed drawing of your event set-up.
- ◆ Arrival and departure times of all vendors will be defined and confirmed between the permit tee and Special Event Coordinator for the scheduling of the monitor/staff 30 days prior to the event.
- ◆ The Permit tee is responsible for site clean-up and trash disposal, the beach is to be left clean and free of any debris from your event. If maintenance finds that extra cleaning had to be done after your event you will be charged a cleaning fee

VI. FACILITIES

- Reservations must be paid in advance to be valid.
- **For catering, entertainment, and equipment rentals - See SPECIFICATIONS.**
- Gas or charcoal barbecues are allowed (must be 18" off the ground). Dispose of coals at a concrete fire ring.
- Bon fires are permitted in the concrete fire rings only. No portable fire pits are allowed.
- **Fire rings, volleyball courts and basketball courts are not reservable (first come, first served only).**
- A \$25 non-refundable processing fee can be sent to hold a date. The processing fee will be credited toward not in addition to reserving a picnic area. You may send the picnic area fee in lieu of the processing fee if you wish.
- **No Electrical hookups.** You are not allowed to plug into the restroom buildings. A generator can be used for all electrical needs as long as a monitor is present.
- **Generators** - You MUST have a permit to have a generator. Generators can be Honda 1000, 2000, or 3000 only.
- **Trash** can be bagged, then transported to our dumpsters at the end of the event. For events of 200 people or more, the Permit tee will need to supply an extra dumpster.
- **Lighting** will be the responsibility of the Permit tee. Pole lights will need a generator. Tiki Torches are allowed, they must be placed at least 20 feet away from any combustible item. Candles are permitted on dinner tables only. If the event goes on after dark you will need to have some type of lighting in or near the restrooms. A battery-operated lantern should work fine.

◆ Bolsa Chica State Beach:

Group Picnic Area 24A and 24B

Located at Lot 24, there are 6 picnic tables (accommodates up to 50 people) and 4 BBQ's in *each* of these two areas. Both have a large grass area in front for playing games...etc. '24A' is completely covered, and '24B' is half covered. *"If"* you need catering, the Bolsa Chica Catering Co. has its facilities located in the middle of the two areas and can provide catering and entertainment equipment to any events here in Bolsa Chica. **See Specifications.**

Other Group Picnic Areas:

'18C', Located in lot 19, this area is not covered. This area has 5 picnic tables and a full size basketball court (court is not reservable, but first come first serve).

'17D', located in lot 17, this area is not covered. Area has 5 picnic tables and 4 BBQ's.

'12E', located in lot 14, this area is not covered. Area has 6 picnic tables and 4 BBQ's and is located to the far south end of our park.

• **Camping**

- Bolsa Chica also has an RV campground that you can call for reservations to Reserve America 1-(800) 444-7275 ONLY or go to the website www.parks.ca.gov (do NOT call the Event Coordinator for camping).

◆ Huntington State Beach:

Brookhurst Street Group Area (Ramada's A & B)

Located on the sand near the Brookhurst entrance gate at Huntington State Beach. This area consists of 2 shade shelters (Ramadas); the shelters can be reserved individually or together. #A of the two shelters is wheelchair accessible. We provide two picnic tables with each Ramada. Each shelter accommodates up to 25 people. There are 4 volleyball courts at this location (not reservable, first come, first served only). Each Ramada is equipped with a central generator hook-up, which will activate all the receptacles on the shelter. (You must provide your own generator.) *If requested*, there is a set-up/replacement fee of \$25.00 that will include a windscreen and generator hook-up access. There are no fire rings located in front of the picnic areas for safety reasons.

Newland Street Group area (Ramada's A, B, C, & D)

Located on the sand near the Newland entrance gate at Huntington State Beach. (*This Newland entrance gate is never open, so you would have to plan to enter at the Beach or Magnolia entrance.*) This area consists of 4 shade shelters (Ramadas). The shelters can be reserved individually or any combination up to the total of four. #A & B of the 4 shelters are wheelchair accessible. We provide two picnic tables with each Ramada. Each shelter accommodates up to 25 people. There are 6 volleyball courts at this location (not reservable, first come, first served only). Each Ramada is equipped with a central generator hook-up, which will activate all the receptacles on the shelter. (You must provide your own generator.) *If requested*, there is a set-up/replacement fee of \$25.00 that will include a windscreen and generator hook-up access. There are no fire rings located in front of the picnic areas for safety reasons.

VII. PARTY RENTAL COMPANIES

- ◆ All party rentals must be off the property by 10pm. If the Party Rental Company fails to remove their property by this time, they will be asked to leave their equipment until the following morning. The Park gates will be locked; however the equipment will not be guarded. The State assumes no liability for the items left behind. A State Park Monitor will need to be present the following day for removal of the equipment. A minimum fee of \$200.00 will be charged.
- ◆ **If your break-down time exceeds the time allotted you will be billed the additional monitor time.**
- ◆ It is the Permit tee's responsibility to be sure the party rental company provides enough staff to break down in the appropriate time, as they are the party that will be billed when tear down is not completed in the scheduled time frame.
- ◆ See Specifications.

VIII. TENTS

The permit tee has the option to set up a tent for their event. A permit is required; depending on the size of the tent a permit must be filed with the State Fire Marshall's office and is the responsibility of the permit tee. Please call the State Fire Marshall at (626) 305-1908. If prior arrangements have not been made to tent the property; in the event of bad weather the permit tee will need to make a decision to tent a day in advance. Extra time will be needed for the set up with a State Park Monitor present. The permit tee will need to pay for the State Park Monitors extra time, IN ADVANCE with a cashiers check or money order.

Tents cannot be enclosed. Exception: Clear see through siding.

Tents are to be taken down at the conclusion of the event. Rental staff will need to be doubled so there is adequate help to break down within the scheduled time frame.

IX. CATERERS

- ◆ Dumping of any gray water and/or left over drinks/liquids are not allowed any where on the property. It is the caterers and/or permit tees responsibility to provide some type of plastic tote to carry all gray water off the property. The State of California is committed to keeping our beaches healthy and clean. **Note: YOU CAN BE CITED FOR THIS!**
- ◆ The catering staff **and** permit tee is responsible for the final clean up of the property. This includes all trash, cigarette butts rose petals and food particles left by anyone related to the event. **An inspection will be done with the State Park Monitor before the clean up crew is allowed to leave.**
- ◆ After sunset please bring a flashlight as the Rental Company usually has taken down the lighting.
- ◆ Trash can be bagged in the catering zone, then transported to our dumpsters at the end of the event. Please be careful of leaky bags and re-bag if necessary. Special arrangements may need to be made if your guest count is over 200.
- ◆ Alcohol may be served but not sold with an approved ALCOHOL WAIVER FORM and a State Park Monitor present (see monitor fees). We strictly observe all California alcohol beverage laws. Bartenders will be held responsible not to serve guests under the age of 21 years. To assure all perform their jobs safely and responsibly, we do not allow any staff persons and or vendors to consume alcoholic beverages while on duty.

Note: To ensure the safety of the guests, the State reserves the right to shut down the bar in the event of excessive intoxication if the bartender has not already done so.

All caterers must be registered with the Health Department. **If serving alcohol** you must have an active Alcoholic Beverage Control (ABC) license #58 and **turn in a copy of an authorized ABC-218 form for the event date to the Event Coordinator no later than 10 days prior to the event.** Information to the local ABC office serving the Huntington Beach area is (714) 558-4101.

- ◆ Please provide us with a drawing/site map of your event set-up.
- ◆ ***It is the Caterer's responsibility to be sure ALL their employees, vendors, etc. are made aware of the rules and regulations of the State Beach.***
- ◆ ***BOLSA CHICA:*** If doing services in Bolsa Chica State Beach due to Bolsa Chica Catering waiving their exclusivity rights, the permitted will pay 18% of all contracted fees to the State of California.

X. ALCOHOL

You must ask for and complete the Alcohol Waiver Permit form. It must be approved and paid for in full to have/serve alcohol at any picnic/event. A monitor will be required. See the Alcohol Waiver Permit for permit fees and guidelines.

XI. MISCELLANEOUS

- ◆ Your group must abide by all State Park rules and regulations.
- ◆ A fire lane must be maintained throughout the duration of the event.
- ◆ No digging or cutting of shrubbery or trees. No removing Volleyball Court Liners for event purposes. If removal is necessary; arrangements can be made with the Event Coordinator to arrange for proper removal.

(If volleyball liners have been removed without prior arrangements you will be billed \$600.00 to replace them.)

- ◆ For reasons of safety and resource protection, please be aware that it is the State Park Monitor's job to direct the vendors with their set up. Please don't hesitate to ask the Monitor about the rules and regulations. No unmarked vehicles will be allowed on the Spencer Ramps for loading and unloading without the direction of the monitor.
- ◆ Amplified music will require a State Park Monitor. Music needs to be kept at a reasonable level so as not to disturb the other park visitors. The nature of the music must respect common decency, so as not to offend the general public and families that attend the park. All music must be turned off by 10pm posted quiet hours. Please face all speakers toward the ocean front.
- ◆ Beach Games/Beach Equipment: Volleyball nets, canopies, easy-ups or other beach equipment should be placed out of the way of our Lifeguards view and/or path of travel. Please review with the Lifeguard before setting up.
- ◆ Generators: Are allowed with a Special Event Permit ONLY, and must be a Honda 1000, 2000, or 3000.

XII. RESTRICTED ITEMS:

- Please do not bring any items that contain confetti or tinsel of any type.
- Decorative and/or water balloons, eggs, gum are NOT allowed.
(Wildlife eat these things, it wraps up in their intestines and they slowly, suffer until death.)
- Dogs must remain leashed at all times and are not allowed on the sand.
- No glass containers.
- No LIVE BANDS.
- No large inflatable or jump houses.

XIII. FIRES:

Fires are permitted in appropriate pits only. No fires are allowed in the sand. Barbeques are allowed as long as they are at least 18" off the ground and preferably stationed near a fire pit. Coals are to be dumped in fire pits only.

- Dutch ovens can only be placed within a fire pit. No charcoal in sand.
- No cooking under sand, pig, and clam bakes, etc. allowed.

XIV. FIRST AID/INJURY:

The California State Parks System is a law enforcement agency. Our State Park Monitor on site has direct contact by phone to an emergency dispatch. Some monitors may have first aid experience and will respond to an injury as necessary. The closest medical facility is either Hoag Hospital in Newport Beach or Huntington Beach Hospital in Huntington Beach.

XV. LOST AND FOUND:

All lost items should be reported to the State Park Monitor on site. They will need a brief description of the item, your name and phone number. Any items discovered to be missing after you leave the grounds should be reported to the Lifeguard Headquarters Office. Any found items will be kept at the Headquarters Office of that park. The event monitor will advise the permitted of any items left behind. To recover any found items you will need to call for an appointment at the Headquarters Office of the beach the item was found on.

-Bolsa Chica State Beach Headquarters (714) 377-5691

-Huntington State Beach Headquarters (714) 536-1454

XVI. CANCELLATIONS: The following is our cancellation policy:

- The processing fee is non-refundable at anytime.
- NO REFUNDS FOR site/picnic area fees, but all other fees will be refunded to you. Please allow four to six weeks of processing time to receive your refund.
- Cancellations due to natural disasters or Acts of God, (i.e. fire, floods or earthquakes) will be reimbursed.
- You will not be refunded if you choose to cancel due to rain/wind. (Please read tent regulations).

XVII. PARKING INFORMATION AND FEES

No vehicles permitted on Multi-use trail, Spencer ramp or in picnic areas for loading or unloading of food and supplies without approval of the Event Coordinator and a State Parks Monitor present.

Group reservations do not guarantee parking. All parking is on a first-come, first-served basis. These parks do fill-up quickly and the parking lots may close as early as 10 a.m. on peak summer weekends.

There are no pre-paid/preferred parking privileges allowed. You may have your group turn in their parking tickets to you at the end of your event and reimburse them their parking fees that way.

Parking fees: \$ 10.00 per vehicle (normal day-use fee)
\$ 50.00 per bus (10 - 24 passengers)
\$100.00 per bus (25 or more passengers)

XVIII. RESERVATIONS:

The Picnic and Event Reservation phone number is (714) 377-9422.

Reservations may be made up to one year in advance. *An area is not reserved until the reservation paperwork and the full reservation fee is received and approved by the Event Coordinator.*

Reservations may be made in person at the Bolsa Chica State Beach Visitor Center (Between Seapoint and Warner on PCH in Huntington Beach), or mailed to:

Special Event Coordinator
21601 Pacific Coast Highway
Huntington Beach, CA 92646

For Fed Ex / UPS use the following address *only*:

17851 Pacific Coast Hwy
Huntington Beach, CA 92649
(If using Fed Ex please tell them we are located ON the State Beach between Seapoint and Warner.)

You can email any availability/questions to northsectorevents@parks.ca.gov

Office hours are 9:00 a.m. - 4:00 p.m., Tuesday through Friday.

We also have a website for viewing pictures of the picnic areas and downloading your own Permit Application and Guidelines by ~going to www.parks.ca.gov, click on "Parks, Beaches, & Museums" ~Select the First "Letter" of the Parks Name, click on that beach of choice. ~Once on the State Beach Website see "Event Information" (on the top of the left column).

All fees are non-refundable and non-transferable. A \$25 processing fee will be charged to all groups requesting a change in date or site, once the reservation has been booked.

No reservations are accepted for Memorial Day, July 4th or Labor Day weekends. No Exceptions. All areas are on a first come, first served basis at these times.

FAX requests will not be accepted. We accept cash or checks only. Checks should be made payable to: State of California.

Thank you for your interest in Bolsa Chica and Huntington State Beaches.

03/07